

COLORADO
CONSERVATION INNOVATION GRANTS
Fiscal year 2009 Application Package Check List

- ☐ **1. Application Cover Sheet:** Complete Standard Form 424 (SF-424) Application for Federal Assistance
- ☐ **2. Project Summary Sheet:** (Template Available)
 - a. CIG Natural Resource Concerns
 - b. Project title
 - c. Project duration (beginning and ending dates)
 - d. Name, address, telephone, e-mail, and other contact information for the project director
 - e. Names and affiliations of project collaborators
 - f. Estimated number of EQIP-eligible producers involved in the project
 - g. Technology or innovation to be addressed
 - h. List of deliverables/products of project activities
 - i. Summary of the work to be performed
 - j. Total project cost;
 - k. Total Federal funds requested.
- ☐ **3. One-Page Abstract:** (non-confidential summary describing the project and expected outcomes and benefits)
- ☐ **4. Project Description** (10 pages maximum, double spaced, single sided, 12 point font)
 - a. Project narrative
 - b. Project background
 - c. Project objectives
 - d. Project methods
 - e. Location and size of project area (include a map if possible)
 - f. Producer participation
 - g. Project action plan and timeline
 - h. Project Management
 - i. Benefits or results expected and transferability
 - j. Project evaluation
 - k. Environmental information and assessment of environmental impacts
- ☐ **5. Budget Information:** Submit a completed Standard Form 424A (SF-424A) Budget Information Non-Construction Programs.

- ☐ 6. **Budget Narrative:** Submit a detailed budget narrative (maximum of 3 pages)
- ☐ 7. **Declaration of Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher (Special Provisions):** If applicable, include a statement declaring your status as Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher, or Community-base organization representing these entities.
- ☐ 8. **Declaration Environmental Quality Incentives Program (EQIP) Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP. (If EQIP eligible producers are not involved, the proposal will be considered ineligible.)
- ☐ 9. **Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Constructions Programs.
- ☐ 10. **DUNS Number:** For information about how to obtain a DUNS number go to www.grant.gov/RequestaDUNS or call 1-866-705-5711. Registration may take up to 14 business days to complete.
- ☐ 11. **Required central Contractor Registration CCR Registration:** Visit www.ccr.gov